

SCEP & STEP CHECKLIST

SCEP Application Process	STEP Application Process (Includes WDIP)
1. Approval for SCEP positions is requested through the Wyoming PMC. Requests are made by submitting a letter of request with a justification to WSO 953.	1. SD reviews and approves submissions from Field Offices for WDIP positions using the selection criteria (*see footnote). Other STEP requests will be approved as described in SCEP #1.
2. Field office submits an SF-52 and Position Description for each position approved.	2. SAME as SCEP #2
3. Recruit Bulletin is developed by WSO (953) with the assistance of the requesting Field Office. Field Office will provide: description of duties, description of work environment and geographical location, name of mentor, and contact person.	3. Recruit Bulletin is developed by WSO (953) with the assistance of the requesting Field Office. Field Office will provide: description of duties, description of work environment and geographical location, and contact person. Requests for applicants under the National Diversity Intern Program will be submitted by the Field Offices per instructions received from WSO 953.
4. Recruitment is accomplished through a cooperative effort of the Field Office and the WSO 953. Recruit bulletin will be sent to colleges/universities and or technical schools as needed. Career Fairs and other on-campus activities will be used as recruitment forums.	4. SAME as SCEP #4
5. Applications are submitted to: Bureau of Land Management (953), P.O. Box 1828, 5353 Yellowstone Road, Cheyenne, WY 82003.	5. SAME as SCEP #5
<p>6. The following application materials/information must be received by the closing date of the recruitment bulletin:</p> <ul style="list-style-type: none"> a. Resume (Refer to OF-510) or Optional Application for Federal Employment (OF-612). b. Cover letter describing career goals and objectives. c. Recent official college transcript indicating all course work. d. Letter of verification from college or university cooperative education coordinator which verifies student enrollment and degree program. e. Form DD-214, if veteran's preference is claimed. Veteran's with 30% or more disability, will also need to submit a recent (last 12 months) letter from the VA or DOD certifying receipt of compensation for a service connected disability of 30% or more. 	<p>6. The following application materials/information must be received by the closing date of the recruitment bulletin:</p> <ul style="list-style-type: none"> a. Resume (Refer to OF-510) or Optional Application for Federal Employment (OF-612). b. Recent official college transcript indicating all course work. c. Letter of verification from college or university verifying enrollment and degree program. d. Form DD-214, if applicant is claiming veteran's preference. Veteran's with 30% or more disability, will also need to submit a recent (last 12 months) letter from the VA or DOD certifying receipt of compensation for a service connected disability of 30% or more.
7. After receipt of each application, WSO 953 will send a letter to each applicant requesting the Optional Form DI 1935 (Background Survey). Request Optional Form OF 306 (Declaration For Federal Employment) from list of eligibles.	7. SAME as SCEP #7

TABLE CONTINUES ON NEXT PAGE

8. Once the recruitment period is closed, WSO (953) will evaluate qualifications of applicants and compile a list of eligible candidates which is then forwarded to the selecting official.	8. Same as SCEP #8
9. Selecting official makes a selection from the list of eligibles and submits their selection with a justification and all applications to WSO 953 with the selection.	9. SAME as SCEP #9
10. Selections are forwarded by WSO 953 for approval by Wyoming PMC.	10. SAME as SCEP #10 (Except STEP positions which are funded by other than Wyoming BLM).
11. After PMC approval WSO 953 will send a letter of confirmation/selection to the selected candidate. All application materials will be retained by WSO 953.	11. SAME as SCEP #11
12. WSO 953 will work with selected candidate and appropriate Field Office to complete the following: <ul style="list-style-type: none"> a. SCEP Agreement b. Tuition and Fee Reimbursement Form c. SCEP and mentor training for new SCEPs d. SCEP evaluations 	12. NA

* WSO 953 notifies the Field Offices through Information Bulletin regarding the approval of WDIP proposals. In the case of the STEP positions which are funded by the WO 720 or DOI, notification will be by telephone.